**External Hosting of UCC Personal Data**

**Request Form**

**(Appendix 1)**

**Version 2.4**



**External Hosting of UCC Personal Data**

This procedure is governed by the UCC Externally Hosted Personal Data Policy. Details are available at <http://www.ucc.ie/en/it/itservicecatalogue/externaldatahosting/>.

For any advice or assistance with this procedure please contact Barry Foley, IT Security Officer, IT Services at +353 (0)21 4903968 or email: b.foley@ucc.ie

Completed forms and the requested documentation (see Part C below) should be emailed to b.foley@ucc.ie

Approval by the Data Owner is required for in all cases. Furthermore, approval by the Registrar for student data, and approval by the Director of HR for staff data will also be required.

Note that the External Hosting Group advises on IT Security, Data Privacy and Contract matters. The final decision rests with the Data Owner(s) and the Corporate Secretary.

**Part A**

Name of External Service Provider:

Requested By:

 Name:

 Email:

 Tel:

 Department:

Data Owner:

Date:

**Part B**

**Business Case (give a brief description of the proposed service and the benefits accruing)**

**The external service provider**

Name:

Address:

Website:

Brief description of the service provider (include no. of staff and no. of clients)

Current clients (in particular, any third level institutions):

**Personal Data Items to be stored externally**

**Categories of people (tick all that apply):**

Staff €

Students €

Contractors €

Alumni €

Other € Please Specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Will sensitive[[1]](#footnote-1) personal data be included?

Do you require or will you use data extracted from the central Student (ITS, DMIS) or Staff (HRIS) Systems?

**Part C**

Please attach:

1. External Hosting Questionnaire completed by the external service provider
2. Copy of IT security certification (if applicable)
3. Copy of any available contract, licencing agreement, T&C’s, maintenance agreement, etc.
4. Details of the relevant UCC procurement process
1. In terms of the Data Protection Acts <https://www.dataprotection.ie/docs/General/1237.htm> [↑](#footnote-ref-1)